

PERSONAL DATA HYGIENE

TIME FOR SPRING CLEANING!

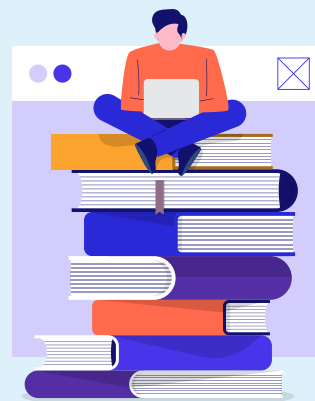


1) IDENTIFY YOUR DATA

Know what you have access to, and where, at all times. Data should be identified and secured based on its classification as outlined in the Rutgers Information Classification (70.1.2) policy.

2) RETAIN ONLY NECESSARY INFORMATION

The more information you have access to, the easier it is to lose it, which could spell major trouble in the event of a breach. Clear out your file folders and email accounts (inbox, sent folder, junk, etc.) of unnecessary information regularly, or at least annually.

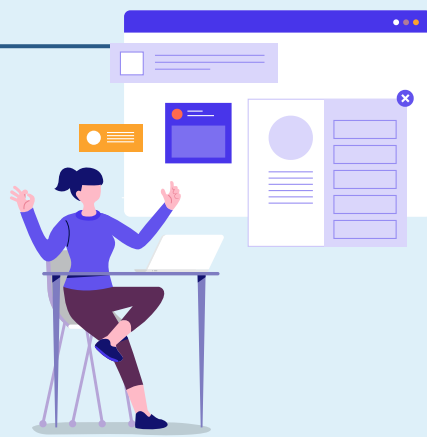


3) USE EMAIL FILTERING

Creating labels within Outlook not only helps with filtering, it helps with spring cleaning, too! Use them to identify critical emails so when you no longer need them, they can be archived or deleted.

4) PRACTICE LEAST PRIVILEGE

Data hygiene also applies to software and services we were granted access to for a specific purpose. If the purpose is gone, we should request that the access be removed or reduced.

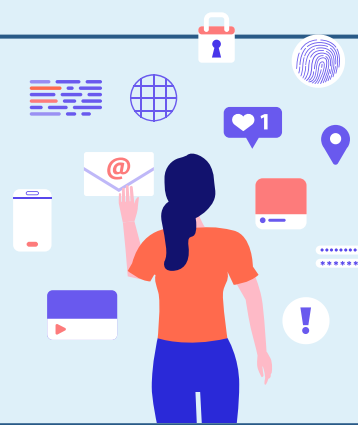


5) CREATE UNIQUE PASSWORDS

If an attacker has your password to one account or service, the first thing they'll do is try it on every account associated with that email address. Reduce the attack surface and don't re-use your Rutgers password for other services!

6) BUSINESS OR PERSONAL?

Before you sign up for a service using your Rutgers email address, ask yourself: "Is this account satisfying a business need?" Social media and other personal accounts should never be created using your Rutgers credentials.



7) DON'T SHARE PASSWORDS

Everyone is personally responsible for the data they have access to. Sharing passwords can leave you on the hook for any data breaches that occur under someone using your account.

8) TO SHARE... OR NOT?

We might want to tell the world about our project or initiative, but sharing too much information publicly could lead to social engineering attacks or data breaches that result in regulatory or legal findings. Keep work information on a need to know basis!

